

Online Vendor Payment Search Instructions

To Initiate a Search

1. Select a Search Type.
 - a.) Beginning with – Enter all or the first character(s) of the vendor's name.
 - b.) Containing – Enter at least two (2) character(s) of the vendor's name.
2. Enter all or a partial vendor name.
3. Enter or select a date range to display payments during a specific calendar period, or select the "Display all results" checkbox to display all payments.
4. Click the "Search" button to display the search results.
5. Click the vendor name to display disbursement totals.
6. Click the amount to display individual disbursement records.
7. Click the amount to display invoice details.

Search Tips

- Search results are based on the combination of search type, vendor name, and date range.
- Searches are not case sensitive.
- Exclude punctuation (ex: commas (,), periods (.), dashes (-), slashes (/), etc).
- Partial name searches provide the best results. Search by an uncommon word in the vendor name, and exclude words such as Inc., Corp, Co. etc.
- [Abbreviations](#) are used in the vendor name fields. Although it is not required to use these abbreviations in your search, using them may provide a better search result.